

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">19.3</p> <p>Date Filed</p> <p style="text-align: center;">October 14, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">3</p> <p>Effective Date</p> <p style="text-align: center;">February 3, 2006</p>
<p>Authority/References</p> <p>KRS 196.035, 197.020, 197.047, 197.070, 197.110, 197.120, 197.150, Chapter 197 ACA 4-4461, CPP 15.3, 19.2</p>	<p>Subject</p> <p style="text-align: center;"><b>INMATE WAGE/TIME CREDIT PROGRAM</b></p>	

## I. DEFINITIONS

"Job assignment" means all inmate job and program assignments including community assignments governmental job assignments and Correctional Industries.

"Work for time credit" means a time credit earned by performing work in an approved job assignment, that shall be deducted from an eligible inmate's sentence as provided for in KRS Chapter 197.

## II. POLICY and PROCEDURE

A. Individual jobs shall be assigned through the appropriate classification process. The work experience, needs of the inmate, and proper maintenance of the institution shall be factors considered in any assignment.

### B. Pay Grades and Job Categories

1. Each institution shall assign every inmate job to one of the categories provided in the category listings in Attachment I of this CPP to the extent that jobs are available.

a. Category I and II

The institution shall, at a minimum, consider the length of time normally required to perform the job each day.

b. Category III

The institution shall consider, at a minimum, the length of time normally required to perform the job each day, and the skill required to perform the job.

2. Each institution shall establish a total number of inmate job assignments within each category.

3. An inmate shall not be classified to a job assignment unless a vacancy exists.

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4. All inmates shall receive pay at the prescribed daily rate according to the schedule set by Attachment I, with the exceptions being Correctional Industries, Frankfort Career Development Center, and Capitol Construction which shall adopt a pay scale separate from that delineated within this policy. Any other exceptions shall require written approval from the Director of Operations or the Deputy Commissioner of Adult Institutions. All inmates eligible for time credits shall receive one-half (1/2) of the prescribed pay rate for their job assignments.

C. Pay and Time Credit Changes

An inmate's pay and time credit status shall change only if classified to a position with a higher or lower pay category.

D. Pay, Time Credits and Attendance

1. An inmate, in order to receive pay for any given day, and time credits if eligible, shall be present at the job or program assignment and utilized by the supervisor. An inmate not reporting for work, regardless of the reason shall not receive pay or time credits.
2. An inmate shall not be eligible to receive overtime pay or pay for multiple assignments unless approved by the Deputy Commissioner for Adult Institutions or his designee. An inmate classified to a program and job assignment, shall receive pay and time credits, if eligible, for the assignment in the highest pay category.
3. Each inmate job assignment shall be limited to five (5) days per week. An exception to the five-day-per-week job limit may be made upon receiving written approval from the Office of Adult Institutions.
4. Each inmate eligible for time credits shall receive an amount of credit for each day worked based on the job category of his assigned position as designated in Attachment I:
  - a. Categories I, II and III shall receive a set number of hours credit for each day worked as indicated in Attachment I.
  - b. Category IV shall receive hour for hour credit.
  - c. Category V shall be ineligible for time credits.
5. Inmates required to work an exceptional number of hours over and above the time their assigned job normally requires shall receive time credits for the extra work performed. Time credits for extra

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work performed shall require approval from the level of Deputy Warden.

6. Time credits shall be calculated and applied to each eligible inmate's sentence as provided for in CPP 19.2.
7. Inmates housed in local facilities and community service centers shall receive time credits, if eligible, in accordance with guidelines provided by the Division of Local Facilities.

#### E. General Pay Matters

##### 1. Transfers

An inmate transferring to another facility shall receive pay upon being classified to an assignment and beginning the assignment within the receiving facility. The inmate's pay and time credits, if eligible, shall be commensurate with the pay of his new assignment regardless of his previous assignment or rate of pay, except for inmates who are transferred to another institution to perform a specific job. In these cases, the inmate shall not be paid at a rate lower than he was receiving at the sending institution.

2. An inmate transferred to a local facility or community service center shall have any time credits earned at an adult institution calculated and applied to his sentence, in accordance with CPP 19.2 within thirty (30) days after being transferred.

##### 3. No Pay

In addition to the no pay provisions addressed in Section III(D), others not eligible to receive pay, or time credits, include those classified to unassigned status including medically unassigned, and those dismissed from a job or program assignment without being reclassified.

##### 4. Dismissals

An inmate dismissed from his assignment shall not be eligible for another job assignment for a period of thirty (30) days without approval of the Warden, Director, or designees.

## INMATE JOB CATEGORY LISTINGS

### Type of Jobs

### Daily Rate of Pay

#### CATEGORY I

FOUR (4) HOUR JOBS	\$.80
FOUR (4) HOUR JOBS (inmates who qualify for time credit)	\$.40
*ELIGIBLE INMATES RECEIVE FOUR HOURS CREDIT FOR EACH DAY WORKED	

#### CATEGORY II

EIGHT (8) HOUR JOBS	\$1.30
EIGHT (8) HOUR JOBS (inmates who qualify for time credit)	\$.65
*ELIGIBLE INMATES RECEIVE EIGHT HOURS CREDIT FOR EACH DAY WORKED	

#### CATEGORY III

SPECIALIZED ASSIGNMENTS	\$2.00
SPECIALIZED ASSIGNMENTS (inmates who qualify for time credit)	\$1.00
*ELIGIBLE INMATES RECEIVE EIGHT HOURS CREDIT FOR EACH DAY WORKED	

#### CATEGORY IV

INMATES PAID HOURLY WAGE	current pay scale
INMATES PAID HOURLY WAGE (inmates who qualify for time credit)	pay reduced ½
*ELIGIBLE INMATES RECEIVE HOUR FOR HOUR CREDITS	

#### CATEGORY V

ACADEMIC STUDENT	.80
INMATES WHOSE PRIMARY ASSIGNED PAID JOB IS ACADEMIC STUDENT SHALL NOT BE ELIGIBLE FOR TIME CREDITS	

OTHER PROGRAM ASSIGNMENTS	.80
PAID PROGRAM ASSIGNMENTS THAT DO NOT CONTRIBUTE TO THE MAINTENANCE OF THE FACILITY OR OPERATION OF FACILITY SERVICES SHALL NOT BE ELIGIBLE FOR TIME CREDITS	